



Job Description

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|--------------------|---|---------------|--------|
| Job Title: | Assistant Chief Information Officer and Executive Director Learning Technology Services | Grade: | P |
| Department: | Information Technology Services | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position is responsible for strategic planning and production support of instructional technology operations of all college campuses. Serves as a leader and advocate for the innovative and effective use of academic computing and related technologies. Has oversight and responsibility for all instructional computing facilities, budgets, and personnel. Provides technical directions and guidance to ITS staff who support learning technology.

Characteristic Duties and Responsibilities:

1. Directs and coordinates the activities of the Learning Technology department within Information Technology Services division to leverage academic computing and instructional innovations in line with the College mission and goals.
2. Facilitates the collaborative evaluation of various hard/software resources to identify strengths, weaknesses, and potential benefits to the college. Conducts product evaluations for new software and upgrades to existing software.
3. Promotes the use of information technology to enhance instruction, learning, and research. Monitors the developments in technology-facilitated courseware, including multimedia. Assesses the adequacy of college's instructional technology resources, and makes recommendations for enhancement.
4. Coordinates the development of innovative new instructional delivery systems, including Web, internet services, and creative Internet and multimedia software applications for instructional use. Collaborates with academic departments in the development of technology plans and service level agreements.
5. Coordinates and contributes to development and updates to strategic e-Learning plan with the Learning unit. Serves as internal and external thought leader in the effective design, development, delivery and use of educational technologies. Raises awareness, and fosters implementation of hybrid and online courses as well as programs.
6. Provides quality service through college's student and faculty technology resource centers and classrooms, academic systems, and management of student accounts for instructional use. Coordinates courseware and software acquisitions.
7. Prepares and manages the unit's budget, under direct supervision of the Chief Information Officer, including resource development, expenditure and revenue monitoring, and management of production facilities including staffing and scheduling.
8. Manages the recruiting, training, career planning, staff development, evaluation, discipline, and cultivating team management and productivity. Meets with staff regularly to ensure high quality and productivity standards.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

September 2009



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- Maintains and publishes documentation on academic technology facilities, including inventories of equipment and systems.
- Performs other duties as assigned.

Reporting Relationships:

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|----------------------------|--|
| Direction Received: | Receives direction from the Chief Information Officer CIO |
| Direction Given: | Direction and total responsibility for the operations of a division or large department with management and administrative/professional personnel reporting for operational coordination |

Minimum Requirements:

Bachelor's degree from an accredited institution in Instructional Technology, Computer Science or related field, master's degree preferred, and seven years of experience relating to instructional technology; or a master's degree from an accredited institution and ten years of experience in an administrator role at a higher educational institution with proven skills in project management and strategic planning

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of operating systems, networks, software applications and hardware platforms utilized at the college

Knowledge of current practices in the administration of technology-based instructional systems

Knowledge of instructional design principles and accessibility requirements

Knowledge and experience in budget planning

Knowledge and experience in project planning, implementation and management

Familiarity with current trends in online education and associate technology

Ability to develop a vision for adopting emerging educational technologies to address teaching and learning needs

Ability to plan, direct, implement and evaluate instructional technology programs

Ability to collaborate and coordinate activities with a variety of staff and departments

Ability to lead and motivate other employees

Excellent analytical, organizational and communication skills



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Working Conditions:

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences